

# Environmental Investigation Check List

March 2015

CHILD'S NAME/ADDRESS: \_\_\_\_\_

No.	Task/Info	Date Completed	Comments
1	Review files for existing information pertaining to the address		
2	Create case file and forms		
3	Coordinate home visit with public health nursing, as applicable		
4	Schedule home visit with client		
5	Ensure that all field forms and sampling materials are assembled		
6	Conduct field work: client interview, environmental sampling, sketches, photos, etc.		
7	Environmental samples sent to state Lead Lab		
8	XRF data downloaded to computer		
9	Received Lead Lab analysis results		
10	EBL Report completed		
11	EBL Report mailed to client		
12	EBL Report mailed to rental property owner		
13	Communications with public health nursing		
14	Referrals made to local agencies that can assist with lead hazard control: <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		
15	State reporting form sent to MDCH by the 15 <sup>th</sup> of the month		
16	Follow-up contact with client, clearance, etc.		
17	Case closed		

